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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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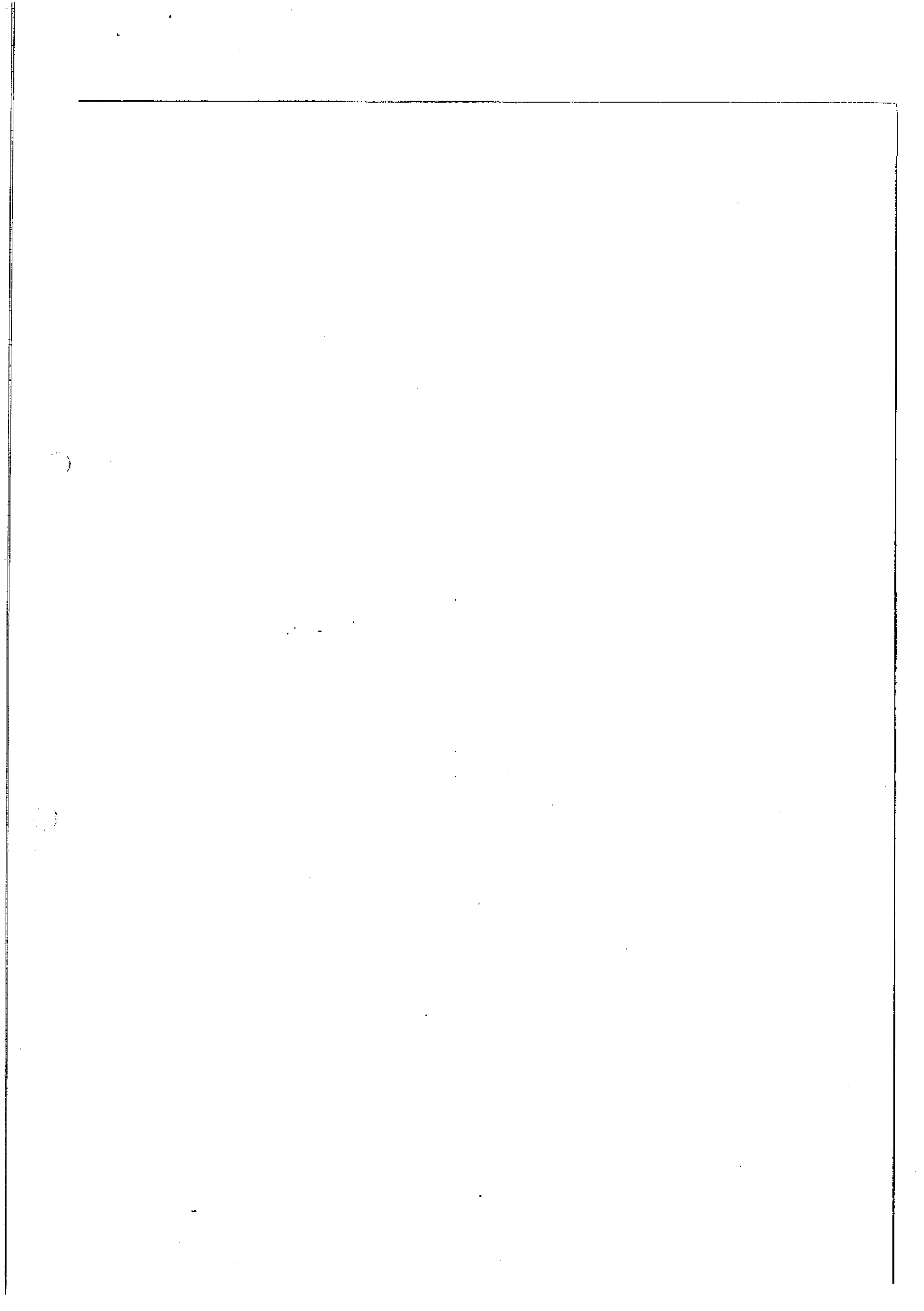
NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

(4090045)

10 November (X-Paper)
09:00 – 12:00

This question paper consists of 6 pages.



DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N5
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
 2. Read ALL the questions carefully.
 3. Number the answers correctly according to the numbering system used in this question paper.
 4. The length of the answers should depend on the marks allocated.
 5. Answer in full sentences where applicable.
 6. Use your own words.
 7. Write neatly and legibly.
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QUESTION 1

A few paragraphs on the general foreman regarding some of his/her qualifications, personal characteristics and duties are given below. Write only the missing word or phrase next to the question number (1.1 – 1.10) in the ANSWER BOOK.

Depending on the size of the project, the general foreman should be a fully qualified (1.1) ... or should have a technical diploma/degree in construction management or a similar qualification.

He/She must be able to work under extreme pressure and must be able to identify and solve (1.2) He/She should be flexible, practical and helpful.

Although he/she must (1.3) ... work to various trade foremen, the storekeeper, sub-contractors and others, the ultimate (1.4) ... for the smooth running of the project lies with him/her.

He/She must see to it that all activities run according to the master (1.5) ... that all labour is utilised and that the required equipment and materials are always available, various trade teams and sub-contractors have to be (1.6) ... to ensure smooth interaction.

It is his/her duty to make sure that construction is carried out according to the contract (1.7) ..., that the architect's site instructions are incorporated and that (1.8) ... for any changes are issued and authorised.

He/She must be responsible for all (1.9) ... precautions, that means he/she has to check, for example, if hard hats are worn.

He/She must maintain a neat site office and has to keep the drawing register and progress (1.10) ... up to date.

[10]**QUESTION 2**

Give ONE term for each of the following quality requirements by choosing a term from the list below. Write only the term next to the question number (2.1 – 2.10) in the ANSWER BOOK.

water; structural timber; stone; steel frames; sand; reinforcing steel; ready mixed concrete; PVC pipes; bricks; cement; ceramic sanitary fittings; glass pane; hardcore filling; ironmongery; paint; putty

- 2.1 It should be prime coated and should be stacked vertically to prevent twisting and for easy access.
- 2.2 It should be free of knots and each member must be continuous length without laps.
- 2.3 It should give a clear (not hollow) sound when lightly knocked with metallic object such as a screw driver.

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- 2.4 When packed in sacks and stored under good conditions, it is still expected to lose its strength slowly.
- 2.5 Its workability is tested with a slump test.
- 2.6 It should give a clear (not hollow) sound when two of its kind are knocked against each other.
- 2.7 It should consist of well traded and smooth, rounded particles.
- 2.8 It should consist of a single size and smooth, rounded particles.
- 2.9 If not immediately used, it should be spread out on a site across poles with colour tags for easy identification.
- 2.10 If it is taken from a municipal source, it can be accepted as suitable.

[10]**QUESTION 3**

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (3.1 – 3.10) in the ANSWER BOOK.

- 3.1 Variation orders could be savings or extras.
- 3.2 Variation orders are site instructions.
- 3.3 Additions are variation orders.
- 3.4 Extension of time is calculated by day works.
- 3.5 Day works are day to day happenings on site.
- 3.6 Day works are all works above the natural ground level.
- 3.7 The contingency sum provides money for extras.
- 3.8 One speaks of day work as if it is the measured labour and material per day.
- 3.9 Variation orders are issued by the clerk of works.
- 3.10 Omissions are savings.

[10]**QUESTION 4**

Distinguish clearly, by means of neat sketches, the differences between scotch and derrick crane. Label the different parts.

[10]

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QUESTION 5

In the principal building agreement (basic contract) a number of clauses regulate the handing over of completed work. Describe the following key terms used in these clauses:

- 5.1 Final completion list
- 5.2 Certificate of final completion
- 5.3 Final account
- 5.4 Final payment certificate
- 5.5 Patent defect liability period
- 5.6 Latent defect liability
- 5.7 Liability insurance
- 5.8 Release of the retention money or release of the construction guarantee
- 5.9 Penalty for non-completion
- 5.10 Extension of construction period

[10]**QUESTION 6**

Fully explain how the following are incorporated in a building contract:

- 6.1 Nominated subcontractors
- 6.2 Selected subcontractors

(5)**(5)****[10]****QUESTION 7**

Define the role of each of the following people or professionals on the construction site:

- 7.1 Agent
- 7.2 Architect
- 7.3 Engineer
- 7.4 Office manager
- 7.5 Building control officer

(2)**(2)****(2)****(2)****(2)****[10]**

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QUESTION 8

8.1 Explain the following:

- 8.1.1 Planning
- 8.1.2 Programming
- 8.1.3 Progress (on a programme)
- 8.1.4 Admission

(4)

8.2 Name THREE types of detail programmes.

(3)

- 8.2.1 Why are they used?
- 8.2.2 Where are they used?
- 8.2.3 How are they used?

(3)

[10]

QUESTION 9

Prepare a complete agenda for the contractors' site meeting where you will be the chairperson.

[10]

QUESTION 10

Define the following terms used in project scheduling:

- 10.1 Slack time
- 10.2 Lag
- 10.3 Fast tracking
- 10.4 Forward pass
- 10.5 Backward pass

[10]

TOTAL: 100

